USACE SPONSORED OR CONDUCTED MEETING REQUEST (ER 37-1-18)								
TITLE OF MEETING			OCATION (City & State)	DATE (DAY, MO, YR)	TOTAL # OF DAYS			
DECLIFORING ODG ANIZATION	DON'T OF	OONTA OT						
REQUESTING ORGANIZATION	POINT OF	CONTACT (NAME	E, OFFICE SYMBOL, VOICE AND	FAX NUMBER)				
	USA	CE		OTHER THAN USACE				
H	IQUSACE	FIELD	GOVERNMENT	NONGOV	TOTAL			
NUMBER OF ATTENDEES								
ESTIMATED COST								
A. TRAVEL & PER DIEM								
B. FACILITIES, SPEAKERS, ETC. # # IF	OVER \$2,000.0	00, LIST WHAT IS	S BEING PROVIDED					
C. TOTAL OF A & B								
D. SALARY COST OF SUPPORT STAFF								
E. SALARY COST OF ATTENDEES								
PURPOSE OF THE MEETING AND BENEFIT TO THE GOVERNMENT (EXPLAIN WHY OTHER ALTERNATIVE ARE NOT FEASABLE)								
DO AT LEAST 3 SITE EVALUATIONS, UNLESS MISSION REQUIREMENTS HAVE ESTABLISHED THE LOCATION.								

DO AT LEAST 3 SITE EVALUATIONS, UNLESS MISSION REQUIREMENTS HAVE ESTABLISHED THE LOCATION (USE THE FOLLOWING FORMAT):									
SECOND PROPOSED LOCATION (DIFFERENT CITY/STATE, NOT JUST HOTEL)									
CITY AND STATE	USACE								
	HQUSACE	FIELD	GOVERNMENT	NONGOV	TOTAL				
NUMBER OF ATTENDEES									
ESTIMATED COST									
A. TRAVEL & PER DIEM									
B. FACILITIES, SPEAKERS, ETC. #	# IF OVER \$2,000								
C. TOTAL OF A & B									
D. SALARY COST OF SUPPORT STAFF									
E. SALARY COST OF ATTENDEES									
THIRD PRO	OPOSED LOCATIO	NN (DIFFERENT CI	TY/STATE, NOT JUST H	IOTELI					
CITY AND STATE		ACE		OTHER THAN USACE					
CITT AND STATE	HQUSACE	FIELD	GOVERNMENT	NONGOV	TOTAL				
NUMBER OF ATTENDEES									
ESTIMATED COST									
A. TRAVEL & PER DIEM									
B. FACILITIES, SPEAKERS, ETC. #	# IF OVER \$2,000	0.00, LIST WHAT IS	S BEING PROVIDED						
C. TOTAL OF A & B									
D. SALARY COST OF SUPPORT STAFF									
E. SALARY COST OF ATTENDEES									
IF LOWEST COST SITE WAS NOT CHOSEN EX	PLAIN WHY OR IF	ONLY 1 SITE WA	AS EVALUATED, EXPLA	IN WHY ON 1 SITE W	/AS EVALUATED.				
SIGNATURE OF FIELD COMMANDER/DIRECTOR OR HQUSACE DIRECTOR OR OFFICE CHIEF AND DATE (TYPE OR PRINT TITLE AND NAME).									